



City of Seat Pleasant

Finance Department

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Department: Finance

Date of Report 12-31-2017

Reporting Period 12-01-2017 to 12-31-2017

- 1. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of cash disbursement are the Finance Department:**

With the adaption of the New Net Suite Accounting System in the Finance Department was able to:

- a. Processed electronically 181 purchase orders for procurement of goods and services from the departments.**
 - b. Processed electronically and verified account codes for proper assignment of budget expenditures for 181 purchase requisitions.**
 - c. Processed electronically 181 purchase orders and invoices into vendor files.**
- 2. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of the processing payroll are the Finance Department:**

Eleven months after the transfer of the payroll processing from Paychex to Automatic Data Processing

- a. We have reduced the time taken to review payroll time sheets for accuracy.**
 - b. We have reduced staff time committed to processing the city payroll checks.**
 - c. The cost of the payroll processing function was reduced by \$2,136.**
- 3. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the processing cash payment are the Finance Department.**

- a. Recorded cash receipts from customers within the Netsuite system in 5 minutes or less
- b. Reduced time taken to deposit checks and money orders by obtaining and using a new check scanner. This has eliminated travel time to and from the bank as we are able to scan in our office.
- c. Real time updates on Banking information due to online access.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

1) Finance Department has to streamline the workflow in the Finance Department to reduce the time it take cash disbursement and cash collection process.

2) Cash flow was high in the month of December 2017

Indicate problems identified, barriers encountered and solutions reached.

1) In the past the Finance Department receive no input from the various department in determining departmental staffing levels and capital equipment needs. The city now conducts executive staff meeting to solicit input from the various department on staffing levels and capital equipment needs.

2) Finance Department needs to develop some collection points in the city where citizen can drop off a payment on a 24 hour basis. The city staff is looking in to placing a remote depository boxes in Treasurer Office.

Identify goals for the next reporting period.

- 1. Reducing the time it takes to process paper checks by using online portals and ACH payments.**
- 2. Reducing the fees customers pay online for services provided by the city.**
- 3. 100% collection of Business licenses.**
- 4. Completion of a comprehensive lien data base.**

Revenue

Line Item N/A

FY Budget (Previous Year)	FY Budget (Current Year)	FY Actual (Current Year)

Expenditures

FY 17 Budget (Previous Year)			FY 18 Budget (Current Year)	FY Actual (Current Year)
5-5100	Salaries	204,449	207,107	56,998
5-5130	Cost of Living	2,045	6,213	1,921
5-5140	FICA	15,801	16,319	6,799
5-5170	Workers Comp	500	500	
5-5160	MD Unemployment	94	94	
5-5220	Training	7,650	10,000	1,096
5-221	BFO Training		20,000	
5-6017	Consultant	12,500	2,477	
5-5250	Association Dues	240	240	
5-5975FA	Automation of the Finance Department	70,000	22,000	17,550